



JOB DESCRIPTION

JOB TITLE:	Building Inspector II	
DEPARTMENT:	Community Development Department	
REPORTS TO:	Building Manager	DATE: January, 2009
EMPLOYEE UNIT: AFSCME		Supersedes: N/A
FLSA EXEMPT:	No	

JOB SUMMARY: Under general direction of the Building Manager, performs skilled inspection of residential, commercial and industrial structures; interprets and enforces applicable codes and regulations; performs related work as required.

CLASS CHARACTERISTICS: This is a journey level class that requires the ability to interpret, explain and apply complex codes and regulations and to deal successfully with developers, contractors and property owners in a variety of face-to-face situations with minimal supervision. The Building Inspector II is distinguished from the next lower class in the building inspector series by the lower level of supervision received, and higher level of skill, experience and certifications required.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Building Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Conduct field inspections of new and remodeled residential, commercial and industrial structures during construction and upon completion to ensure compliance with various building, electrical, mechanical, and plumbing codes.
2. Check compliance with zoning, disabled, energy conservation and similar regulations.
3. Note deviations from approved plans and specifications or unanticipated problems that have developed in the field, and work with the contractor, builder or owner to correct such deficiencies.
4. Review plans and applications for building permits; issue building permits; issue certificates of occupancy.
5. Investigate violations or complaints and discuss difficult problems or disagreements on interpretation with the Building Manager or Chief Building Official.

6. Confer with architects, contractors, builders, and general public in the field, office, and at the counter; explain and interpret requirements and restrictions.
7. Maintain inspection and permit records and files, and prepare detailed inspection reports.
8. Participate in training for inspectors and keep current on new codes, ordinances, laws, and amendments.
9. Work and act as a team player in all interactions with other City employees.
10. Provide a high level of customer service at all times.
11. Project and maintain a positive image on behalf of the City of Morgan Hill in the course of work.
12. Assist with plan checking and related office assignments.
13. Prepare correspondence, research new or amended codes or regulations, or perform other duties related to the work.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from High School or equivalent.
2. At least four years experience as a building inspector in a municipal setting.
3. College coursework in related technical curriculum is highly desired.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Must possess ICC Combination Inspector certificate or equivalent.

Other Requirements:

1. Must have sufficient mobility to inspect construction projects in the field.
2. Must be willing to work out of doors in various weather conditions and the physical capability for sustained walking, standing and climbing.
3. Must be willing to respond to work various hours, rotating shifts, weekends and holidays in unusual or emergency situations.
4. Bilingual (English/Spanish) desirable.

Knowledge of:

1. Applicable city, county, state and federal laws, codes, ordinances and regulations, including the California Building Code, Plumbing Code, Mechanical Code, and Electric Code; Uniform Housing

- Code, basic zoning, grading, and flooding requirements.
- 2. Building inspection procedures and policies.
- 3. Typical construction methods and materials.

Skill in:

- 1. Interpreting, applying and explaining complex codes, laws and regulations.
- 2. Reading and interpreting construction plans and specifications.
- 3. Detecting and correcting problems at the earliest stage of construction.
- 4. Use of common office software including Microsoft Office.
- 5. Providing outstanding customer satisfaction (internally and externally).

Ability to:

- 1. Work effectively in outside environments which are often subject to the noise of large equipment and other conditions common to buildings under construction.
- 2. Exercise safe work and driving practices.
- 3. Exercise initiative and sound independent judgment within general policy guidelines.
- 4. Establish and maintain effective working relationships with those contacted in the course of the work.
- 5. Represent the City effectively in meetings with others.
- 6. Prepare clear, concise and competent reports, correspondence and other written materials.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, crawl, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- 2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Employees generally work 30% indoors and 70% outdoors.
- 2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
- 3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
- 4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.